

Date: 1 June 1949

TO: All Geographic Branches  
and Functional Groups

FROM: Ad Hoc Production Review Sub-committee

SUBJECT: Breakdown of Total Working Time

1. In order to aid the Ad Hoc Sub-committee in estimating the relative amount of time spent on the various types of intelligence production, it is requested that each ORE producing component provide the Sub-committee with a very rough estimate of this type. The estimate need cover only professional personnel.

2. The estimate should be broken down as follows:

- A. Staff Intelligence: actual time spent in producing, editing and coordinating ORE's, IN's, contributions to the CIA series and similar special projects.
- B. Current Intelligence: actual time spent in producing daily and weekly items, branch working papers and special evaluations.
- C. Supporting Services: evaluations of OO and SO reports, consultation with outside agencies, support of the NSC-4 program, etc.
- D. Basic Intelligence: production of NIS chapters, review of NIS chapters.
- E. Processing "raw" intelligence: time spent in reading and digesting intelligence materials, attending briefings, preparing daily and weekly estimates, etc.

3. These estimates should be submitted to the Sub-committee Secretary, Room 2314 M Building on or before Tuesday, 17 June.

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Chairman